

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Reestablishment <input type="checkbox"/> Reassignment Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> New <input type="checkbox"/> Reassignment <input type="checkbox"/> Field <input type="checkbox"/> Other		4. Employing Office Location Chicago, IL		5. Duty Station Chicago, IL		7. Agency Position No.	
7. Pay Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statement Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Professional <input type="checkbox"/> Technical <input type="checkbox"/> Clerical <input type="checkbox"/> Other		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Classified/Graded by a. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Review d. First Level Review e. Recommended by Supervisor or Initiating Office		Official Title of Position Physical Scientist (Environmental)		Pay Plan GS		Occupational Code 1301		Grade 12	
13. Organizational Title of Position (if different from official title) Project Officer		14. Department, Agency, or Establishment U.S. Environmental Protection Agency		15. Name of Employee (if vacant, specify) Mr. Jeffrey Jacobus Rivera		16. Third Subdivision Monitoring Indicators and Reporting Br.		17. Fourth Subdivision Great Lakes National Program Office	
18. Employee Review - This is an accurate description of the major duties and responsibilities of my position.		19. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that:		20. Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.		21. Position Classification Standards Used in Classifying/Grading Position GS-1300, HECD-4, 12/97		22. Signature of Employee (optional) Signature of Employee (optional)	
a. Typed Name and Title of Immediate Supervisor Paul Horvatin, Chief		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Gary V. Gulezian, Director		c. Signature of Employee (optional) Signature of Employee (optional)		d. Signature of Supervisor (optional) Signature of Supervisor (optional)		e. Signature of Manager (optional) Signature of Manager (optional)	
23. Position Review a. Employee (optional) b. Supervisor c. Classifier		24. Remarks PD Updated 4/5/13		25. Description of Major Duties and Responsibilities (See Attached)		26. Signature of Official Taking Action Signature of Official Taking Action		27. Date 1/12/10	

PHYSICAL SCIENTIST (ENVIRONMENTAL)
GS-1301-12

Introduction:

The incumbent serves as a scientist on the staff in the Monitoring, Indicators, and Reporting Branch of the Great Lakes National Program Office (GLNPO). GLNPO was established to provide leadership and cooperation in the planning and implementation of the United States obligations and responsibilities for the protection, restoration, and enhancement of the Great Lakes ecosystem under the Clean Water Act (Section 118), the Great Lakes Water Quality Agreement between the United States and Canada, and all other applicable Federal laws, regulations and policies. The position is that of an environmental scientist. The incumbent applies knowledge of biology, chemistry and related scientific and technical disciplines such as toxicology, quality assurance and statistics to the designing, planning, implementation of environmental projects and data interpretation.

Major Duties:

- 1) The major duties of this position requires the skills of an environmental scientist who will work as part of a multi-disciplinary team and will be responsible for the design and conduct of sampling programs using advanced monitoring techniques to assess environmental trends within the Great Lakes Basin, with an emphasis on detecting changes in nutrients and contaminants, analysis of complex spatial and temporal data, and assisting in the development of new techniques to interpret data from remote sensing probes and sensors.
- 2) Publish analytical scientific results, and write technical and administrative reports interpreting conclusions as to the nature of environmental conditions and present those findings and conclusions to management and scientific audiences.
- 3) Serve as scientific leader on research vessels or field teams engaged in monitoring the Great Lakes ecosystem.
- 4) Plan, design and conduct field surveys to identify the types and degree of contaminants in sediments, water, air and biota of the Great Lakes.
- 5) Develop collection and analytical methods for contaminants in various media. Prepare and review Standard Operating Procedures, Quality Assurance Project Plans, and Quality Management Plans for collection and analysis of nutrients and contaminants.
- 6) Maintain responsibility for contract and other staff in operation and maintenance of shipboard laboratories.
- 7) Provide technical assistance to the Chief of the Monitoring, Indicators and Reporting Branch.
- 8) Serves as the Project Officer on assistance agreements, interagency agreements, research grants and contracts.
- 9) Participates in, and/or provides support for intra-agency, and inter-agency meetings and conferences to achieve the goals of the program office.

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Knowledge required by position

- 1) Knowledge of professional environmental science sufficient to assist in determining the status of chemical, physical and biological conditions in the Great Lakes and to inform policy issues with a scientific basis.
- 2) Working knowledge of the principles, theories, and practices of related sciences, e.g. aquatic chemistry, statistics, aquatic biology, limnology, ecology or a related discipline.
- 3) Knowledge of environmental monitoring theory and practice, particularly with respect to surface water of lakes and streams and well as an understanding of field sampling techniques and procedures.
- 4) Skill in determining specific data required to answer questions or solve problems in relation to broad Great Lakes program requirements. Analysis and selection of appropriate methods, procedures, techniques or tests are based on broad knowledge of related substances, methods and procedures which may be applied to new and unprecedented requirements.
- 5) Working knowledge of statistical methods, quality control and quality assurance and the ability to apply this knowledge to make recommendations which may impact Agency policies, methods and guidance.
- 6) Knowledge of communication skills and ability to instruct others on issues regarding the assessment of Great Lakes effects of environmental contaminants and methods of evaluation and restoration.

Supervisory controls

The incumbent reports to the Chief, Monitoring, Indicators and Reporting Branch. The Supervisor, Team Leader and incumbent jointly determine assignments, with the incumbent responsible for complete projects or work products of wide scope, the development of objectives, priorities, and deadlines. The incumbent works with relative independence by planning own work, coordinating with other scientists, engineers, or subject matter specialists, and carries assignments through to completion. Difficult problems or controversial issues are analyzed and resolved by incumbent and presented to supervisor. Policy issues are presented to supervisor with recommendations for resolution, and for additional guidance and instruction.

Guidelines

The guidelines include Agency regulations, the US/Canada Great Lakes Water Quality Agreement, policy statements, chemical and statistical literature and references, precedents and current research work in this specific area. The employee must exercise independent judgment in selecting or adapting the appropriate guidelines. The incumbent must use initiative, resourcefulness, and past personal experience to (1) modify or develop new approaches and methods, (2) devise experimental designs that account for all variables of a new problem and (3) pursue

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trands and patterns in the information and the data obtained in studies conducted, if necessary, to the point of developing and proposing a study for a complete and thorough investigation.

Complexity

Assignments are of such breadth, diversity and depth that they involve many, varied features. The work requires that the environmental scientist be versatile and innovative in adapting, modifying, or accommodating conflicting objectives with standard guidelines and methods to experimentally apply techniques or criteria. Individual assignments contain complex features which involve serious or difficult-to-resolve conflicts between environment and management requirements. The incumbent is expected to be familiar with guidelines and policies and be able to interpret them and to apply precedents and experience to develop new approaches when needed. In addition, independent judgment and originality are required to correlate theoretical considerations with experience to develop scientific and technical solutions to problems, and to plan and coordinate action promptly to assure efficient and technically adequate responses to individual projects.

The incumbent must demonstrate in-depth knowledge of environmental issues regarding the Great Lakes and understanding of the scientific basis for the status and health of biota in the Great Lakes ecosystem. The incumbent must also demonstrate knowledge of chemistry, biochemistry and ecology as well as statutory, regulatory and Agency requirements governing the duties and functions of the Office.

Scope and Effect

The purpose of the work is to resolve critical environmental issues with regard to the Great Lakes ecosystem and meet the goals and objectives of the Great Lakes Water Quality Agreement and the Clean Water Act. Work will be conducted with other scientific specialists to share information regarding abating and cleaning up problem areas in the Great Lakes Basin. The environmental scientist provides expert advice and guidance to officials, managers and other scientists or technicians within the agency, covering a broad range of scientific activities. Results of the efforts affect the work of other scientific experts both within the Agency and the development of major aspects of agency policy and programs. The incumbent will also participate in teams working with specialists and scientists from Environment Canada and other Canadian agencies at the Federal and provincial level.

Personal Contacts

Personal contacts are with high-ranking technical personnel officials from inside and outside the agency, including key officials and top health and scientific personnel of other Federal agencies, Canadian, State, and local governments, private industry and

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public groups. The environmental scientist also participates as a technical specialist in committees and seminars of national and international importance.

Purpose of Contacts

Purpose of contacts is to facilitate and assure comprehensive analysis of all significant and controversial environmental aspects of the above assignments including proposed research techniques and plans to attain objective concerned with ecology, pollution abatement and control. The environmental scientist represents GLNPO in professional conferences or committees to develop standards and guidance from broad activities.

Physical Demands

Work in the office is primarily sedentary; however, there is considerable walking, stooping, lifting, bending and climbing during the conduct of field investigations and site visits. Field work of up to 10 % of the time may be required. Field work includes assignments on research vessels.

Work Environment

Work is normally performed in an office setting, although there is some travel to conduct meetings and attend conferences. There is travel to conduct inspections, field surveys, and studies. Fieldwork may involve working in a boat under inclement weather conditions. This position requires medical monitoring.

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This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Jeffrey May		This position has no extramural resources management responsibilities.
Position Number			Total extramural resources management duties occupy less than 25% of time.
Title	Physical Scientist (Environmental)		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS1301-12		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	GLNPO MIRB		
When this checklist is used as an amendment to a position description, the following signatures are required:			
Supervisor's Signature		Date	1/11/10
Personnel Specialist's Signature		Date	6/12/12
Part 1. Contracts Management Duties			
Pre-award:		Close-out:	
Plans Procurements		Monitors management and performance of	
Estimates Costs		delivery orders/work assignments after award	
Obtains funding commitments		Defines scope of work for work assignments	
Prepares procurement requests		Approves payment requests of ACH drawdowns	
Writes statements of work		Manages cost-reimbursement contracts	
Reviews statements of work		Reviews invoices	
Processes unsolicited proposals		Inspects and accepts deliverables	
Responds to pre-award inquiries		Other (list)	
Participates in pre-award conferences			
Conducts technical evaluation of proposals		Writes reports on contractor performance, costs, and tasks performed	
Participates in debriefing/protests		Reconciles payments with work performance	
Other (list)		Closes-out payments	
		Performs cost accounting	
Post-award:		Provides assistance to Contracting Officer in settling claims	
Prepares delivery orders		Other (list)	
Reviews contractor work plans			
Reviews contractor progress reports			
Monitors government-furnished property		Percentage of Time Spent on Contracts Management	
Monitors cost, management, and overall technical performance of contract after award		0	%

Continued

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Pre-application/Application:		programs/issues
	Prepares solicitation for proposals	
X	Identifies potential grantees for area of program emphasis	X Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
X	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)	X Approves payments requests or ACH drawdowns
X	Provides administrative information to applicants	X Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
X	Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant	X Negotiates amendments
X	Assists applicant in resolving issues in application	X Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
X	For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement	X When necessary, recommends termination of the agreement
X	Negotiates level of funding	X Resolves with Grants Management Office administrative and financial issues
X	Conducts site visits to evaluate program capability	X Conducts periodic reviews to ensure compliance with agreement
X	Serves as resource to Selection Panel	Other (list)
X	Notifies applicants of funding decisions	
	Other (list)	
Award:		Close-out:
X	Prepares funding package, including Decision Memorandum	X Certifies deliverables were satisfactory and timely
X	Obtains concurrences/approvals	X Provides assistance to recipients and Grants Management Office to ensure timely close-out
X	Reviews/concurs in completed document	X Reconciles payment with work performed
X	Establishes project file	X Notifies recipient of close-out requirements
	Other (list)	X Obtains legal assistance if necessary to resolve incomplete close-out
		X If project is audited, responds to issues and ensures recipient complies with audit recommendations
		Other (list)
Project Management/Administration:		Percentage of Time Spent on Grants/Cooperative Agreements Management
X	Monitors recipient's activities and progress	
X	Reviews reports and deliverables and notifies recipient of comments	25 %
X	Provides technical assistance to recipients	
Part 3. Interagency Agreements Duties		
Pre-Agreement:		
X	Plans and negotiates work effort	X Monitors cost management and overall technical performance
X	Estimates costs	X Participates in decisions about project modification/termination
X	Obtains funding commitments	X Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
X	Prepares commitment notice	X Inspects and accepts deliverables
X	Writes or reviews scope of work	Other (list)
X	Responds to pre-agreement inquiries	
X	Participates in pre-agreement conferences	
X	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)	Close-out:
X	Negotiates and ensures execution of Superfund State Contracts (Superfund only)	X Reviews final report
X	Performs technical evaluation of work plan and budget	X Decides on disbursement of equipment
X	Prepares funding package and obtains necessary concurrences	X Reconciles payments with work performed
	Other (list)	X Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
		X Certifies deliverables
		X Resolves close-out issues with Grants Management Office/other agency
		Other (list)
Project Management/Administration:		Percentage of Time Spent on Interagency Agreements Management:
X	Reviews progress reports/financial reports	5 %

**POSITION CLASSIFICATION
EVALUATION STATEMENT
Request No.: GM-71**

I. INTRODUCTION:

- a. Position Location:** Great Lakes National Program Office
Monitoring, Indicators and Reporting Branch
- b. Action Requested:** Recruit
- c. Proposed Classification:** Environmental Scientist, GS-1301-12
- d. Desk audit or supervisory interviews:** No

II. REFERENCES: (b) OPM Job Family PCS for Professional Work in the Physical Science Group, GS-1300, HRCD-4, December 1997

III. SERIES DETERMINATION:

a. Main Purpose of the Positions: The purpose of this position is to serve as a scientist, designing, planning, and implementing of environmental projects and data interpretation. This includes performing work to resolve critical environmental issues with regard to Great Lakes ecosystem. These duties involve professional work in the physical sciences not covered by any other more appropriate series. Performance of these duties requires a professional knowledge and application of the principles of the physical sciences.

b. Qualification Required: In addition to the specific minimum educational requirements for positions in the physical sciences, this position requires one year of specialized experience, at the next lower grade level, (i.e., experience which has provided the individual with the knowledge, skills, and abilities to perform successfully the work of the position).

The knowledge and qualification requirements and the main purpose of this position, as defined above, make this position classifiable in the Physical Scientist series, GS-1301.

IV. TITLE DETERMINATION:

The prescribed titles for positions in this series, is Physical Scientist, when like this one, the position performs professional physical science work that is not covered by any other more appropriate series. The parenthetical suffix "Environmental" is added to the basic title in accordance with procedures permitted by the standard.

V. GRADE LEVEL DETERMINATION:

The OPM Job Family Position Classification Standards for Professional Work in the Physical Science Group, GS-1300 is used to determine the grade. The grade levels are

determined by assessing the criteria contained in the basic law, and as further defined in the *standard* for each grade level contained in the above referenced position classification standards.

THE LAW:

GS-11: The law describes GS-11 positions as those classes of positions the duties of which are performed with *wide latitude for the exercise of independent judgment*, to perform responsible work of *considerable difficulty* requiring *somewhat extended professional, scientific, or technical training and experience* which has demonstrated *important attainments and marked capacity for independent work....* "

GS-12: The law describe GS-12 positions as those who *work under general administrative supervision*, and with *wide latitude for the exercise of independent judgment* to perform professional, scientific, or technical *work of marked difficulty and responsibility requiring extended professional, scientific, or technical training and experience* which has demonstrated leadership and *attainment of a high order in professional, scientific, or technical research, practice, or administration....* "

GS-13: The law describes the GS-13 positions as those positions, the duties of which are to *perform under administrative direction*, with *wide latitude for the exercise of independent judgment, work of unusual difficulty and responsibility requiring extended professional, scientific, or technical training and experience* which has demonstrated leadership and marked attainments in professional, scientific, or technical research, practice, or administration...."

This position: The incumbent of this position works under general administrative supervision, with responsibility for independently planning, designing and carrying out work of marked difficulty. This requires extended professional scientific training and experience. This is an exact match for the GS-12 grade level and exceeds the GS-11 grade level at which the employee performs similar work but of less difficulty and under supervision that is closer than general administrative supervision. This position falls short of GS-13 in that at GS-13 the employee performs, under administrative direction, work that is of unusual difficulty and responsibility requiring extended professional training and experience and work which shows the leadership and marked attainments in the professional field. Such is not the case with this position.

THE STANDARD:

GS-11: The standard defines GS-11 positions as professional positions that plan and execute studies, which usually involves intensive investigations into one or more recognized phenomena, involving conventional methods and techniques. Assignments generally do not involve radical departures from past practices or require the development of new, novel or innovative approaches, methods or techniques.

GS-12: The standard identifies work at this level as that which typically involves planning, executing, and reporting on original studies or ongoing studies requiring a fresh approach to resolve new problems. Assignments require extensive modification and

adaptation of standard procedures, methods, and techniques, and development of totally new methods and techniques to address problems for which guidelines or precedents are not substantially applicable. Assignments have varied complex features and novel or obscure problems.

GS-13: The standard defines the GS-13 level position as a senior expert who performs work for which technical problem definitions, methods, and/or data are highly incomplete, controversial, or uncertain. Evaluations and recommendations are accepted by others as those of a technical expert. Typically, positions at this level serve as authoritative source of consultation for other scientist and program specialist and are called upon to perform a key role in resolving issues that significantly affect scientific programs. Some GS-13 positions include staff work with responsibility for reviewing and developing legislative or regulatory proposals. Others may involve planning, organizing, and leading teams to evaluate overall plans and proposals for significant systems developed by contractors.

This position: The incumbent of this position performs assignments that involve planning, executing, and reporting on original studies or studies requiring developing a fresh approach to resolve new problems. The work involves performing studies to resolve new problems or developing new approaches to on-going studies. This requires extensive modification and adaptation of standard procedures, methods and techniques and the development of totally new methods and techniques to address difficult problems not covered by applicable guidelines or precedents. This meets The GS-12 grade level, at which the employee performs similar studies that also require resolving new problems and developing new approaches to on-going studies. Also, at the GS-12 grade level, studies may not be covered by applicable guidelines or precedents, as is also the case for this position. This exceeds the GS-11 grade level at which the employees performs work of a more conventional nature, requiring conventional methods and techniques. Also at GS-11, the assignments don't normally require the development of new approaches or new techniques, as is the case with this position and for GS-12 positions. This falls short of the GS-13 grade level, at which the incumbent serves as a recognized expert performing work for which technical problem definitions, methods, and/or data are highly incomplete, complex, or uncertain. This is not evident in this position.

VI. Summary:

- a. Final title, series and grade: This position meets the GS-12 grade level as defined by the law and the standard. The position is properly classified as Physical Scientist (Environmental), GS-1301-12.
- b. FLSA Determination: Positions is a professional position *exempt* from FLSA.
- c. Functional Code: 51
- d. Drug testing requirements: Information not provided.
- e. Financial disclosure required: Information not provided.



Mildred D. Tartt
FPMI Solutions, Inc.

Date: 01/20/10